



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

EMPLOYMENT OPPORTUNITY

CONNECTICUT TECHNICAL HIGH SCHOOLS

EDUCATION CONSULTANT ASSOCIATE EDUCATION CONSULTANT

Open to: The Public

Location: 25 Industrial Park Road, Middletown

Hours: 8:30 a.m. – 4:30 p.m.

Job Posting # #841 - 59694

Salary Range: Associate Education Consultant - \$86,881 - \$111,662*
Education Consultant - \$94,214 - \$120,360*

Closing Date: October 23, 2014

* New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education for its technical high schools is currently recruiting for an Associate Education Consultant or Education Consultant position for the Information Technologies Cluster Program in the district. *The selected candidate's credentials will determine the job classification.*

GENERAL STATEMENT OF DUTIES:

Provides leadership, technical assistance and consultative services in the maintenance, improvement and expansion of programs in the Information Technologies cluster in the state's technical high schools. Designs, develops, implements and evaluates current programs and services in computer technology based trades including Information Systems Technology, Graphics Technology, and Electronics Technology.

EXAMPLE OF DUTIES:

- Coordinate the development and implementation of curricula aligned to core career technical education standards, industry standards, nationally recognized credentials and assessments.
- Conduct and direct steering committees to address curricular issues;
- Design, conduct and evaluate professional development activities for teachers;
- Provide programmatic support to school administrators, teachers and support staff;
- Coordinate the screening, interviewing, selection and placement of program instructors;
- Prepare budget requests for program implementation and monitors budgetary expenditures;
- Review, recommend, select and order instructional resources;
- Review and recommend changes to Standard Equipment Lists;

- Review National Occupational Competency Testing Institute (NOCTI) examinations, orders supplies and assists in test administration;
- Supports new teachers;
- Participate in Trade Technology Advisory Committees and serves as liaison between schools, the district, business and industry;
- Conduct periodic Trade Reauthorization reviews and assist in the development of new programs;
- Collaborate with Higher Education to articulate programs;
- Work with business and industry, state and national organizations to keep technical programs current;
- Maintain public information services to assist in promotion of programs and monitor the need to develop new programs or enhance current programs;
- Write proposals for Federal or State funding to pilot new programs as needed;
- Perform other duties and special assignments as requested by the Superintendent of Schools.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of computer (both hardware and industry software), network systems and electronic technology; current knowledge of advances in technology industry standards and projected occupational requirements; knowledge of teaching and educational principles, methods and techniques; knowledge of curriculum development and student assessment; ability to work cooperatively with business and industry and higher education. In addition, candidates should possess the ability to work well with others, the ability to prioritize, and the ability to assist others in the interpretation and application of policy to resolve problem situations as they arise. Candidates should possess strong oral and written communication skills.

Minimum Experience and Training Required:

Education Consultant: An earned advanced degree and eight (8) years of professional experience or in lieu thereof an equivalent combination of experience and training as approved by the appointing authority.

Associate Education Consultant: An earned advanced degree and five (5) years of professional experience or in lieu thereof an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

Occupational subject Certification, Connecticut Technical High School (endorsement 090) in one of the computer technology trades.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #841, submit a letter of application and resume with details of experience and training, three (3) pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.cttech.org> to: **Mr. Chris Beloff, State Department of Education, 165 Capitol Avenue, Hartford, CT 06106. Tel# (860) 713-6697. All required documents must be submitted by close of business on the closing date to be considered for interview.**

Please note: Applications will be accepted via U.S. mail or hand delivered only.

Closing date for applications: October 23, 2014

Anticipated date for employment: Immediate upon selection

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#841
10/2/14